

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD  
VACANCY ANNOUNCEMENT NO. 12-26**

**OPEN TO: All Interested Candidates**  
**TITLE: AID Project Management Specialist - Health**  
**GRADE: FSN-11 (Rs. 2,518,042 P.A. to Rs. 4,687,961 P.A.)**  
**LOCATION: PESHAWAR**

**OPENING DATE: February 17, 2012**  
**CLOSING DATE: March 1, 2012**  
**AGENCY: USAID**

**BRIEF DESCRIPTION OF DUTIES:** The AID Project Management Specialist (Health) position is located in the Social Sector Section, USAID/Pakistan, Peshawar Regional Office. The Peshawar Regional Office is directly responsible for development, implementation, and oversight of USAID-funded programs operating in FATA and the NWFP. The Social Sector Section provides strategic, technical advice on the development, design, implementation and monitoring of USAID/Pakistan, Peshawar Regional Office Education and Health programs in the FATA and the NWFP under the direct guidance and supervision of a USPSC Social Sector Advisor. Advises the supervisor and other USAID staff on FATA and NWFP development on a wide range of health-related issues, with a main focus on health and its implications for USAID programs in FATA. Conceptualizes and articulates education strategies; designs, budgets, implements, monitors, and evaluates health programs in FATA and maintains senior-level contacts for Mission management in the seven Agencies, the FATA Secretariat and the provincial Government, other donors, civil society organizations, and with other stakeholders.

**QUALIFICATION REQUIRED:**

**EDUCATION:** A Master's Degree or the host country equivalent in a field relevant to development assistance, such as public or business administration, health, sociology/social sciences, anthropology, economics, international relations is required.

**EXPERIENCE:** A minimum of five years of progressively responsible, job-related, professional-level experience in project design, program planning, implementation, in the health field is required. This experience should include providing analysis and interpretation of data, and presentation of findings in written form. A substantial portion of the five years should be with the GoP, local NGOs, or other international donors or international organizations, including professional-level work with the USG.

**LANGUAGE:** Level IV (fluent) English and Urdu language proficiency, speaking and writing, as well as spoken Pashto (Level IV), is required.

**KNOWLEDGE:** Must have a thorough understanding, or the ability to quickly gain such understanding, of the substantive nature and goals of the health program in FATA, and the overall health programs. Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics and an understanding of the general level of development in the region is required. This position requires a thorough knowledge of programming policies, regulations, procedures, and documentation; and the objectives, methodology, and status of the projects assigned. Knowledge of the objectives and operations of any international donor organizations is required.

**ABILITIES & SKILLS:** This position requires experience in a management capacity, political analysis, and program reporting and monitoring, and strong interpersonal and team-building skills. The ability to serve as an effective liaison with a wide array of individuals and institutions is essential. The Specialist must possess a familiarity with a wide range of issues, such as health program development and evaluation, community development, etc. The Specialist must be able to prepare clear, substantive reports and briefing papers in English, in a timely manner, and have the ability to develop a thorough understanding of the host-government policies and procedures. This work requires flexibility, an ability to react to changing systems with sound analyses, and the ability to work under pressure. In addition, a high degree of computer literacy and expertise in word processing, spreadsheet, database and presentation programs and ability to manipulate and present a variety of data to many different types of audiences is required.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-26) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: March 1, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.